



# THE NAVAJO NATION

Insurance Services Department



Ben Shelly  
President

Rex Lee Jim  
Vice President

## MEMORANDUM

TO : ALL NAVAJO NATION BRANCHES, DIVISIONS,  
DEPARTMENTS PROGRAMS AND OFFICES

FROM :

  
Jefferson Tsosie, Department Manager II  
Insurance Services Department  
DIVISION OF GENERAL SERVICES

DATE : January 08, 2013

SUBJECT : Relocation of Offices from Administration Bldg. #1 – Insurance Services Department  
– Additional Information

This memorandum is to inform all employees and the general public of additional information regarding the relocation of the Insurance Services Department and its five (5) program offices (Employee Benefits, Workers' Compensation, Employee Assistance, Risk Management and the Safety & Loss Control programs) as of January 1, 2013. Below is information regarding the semi-permanent locations of the Administrations Building #1-based offices (Also See Attached Map with Legend):

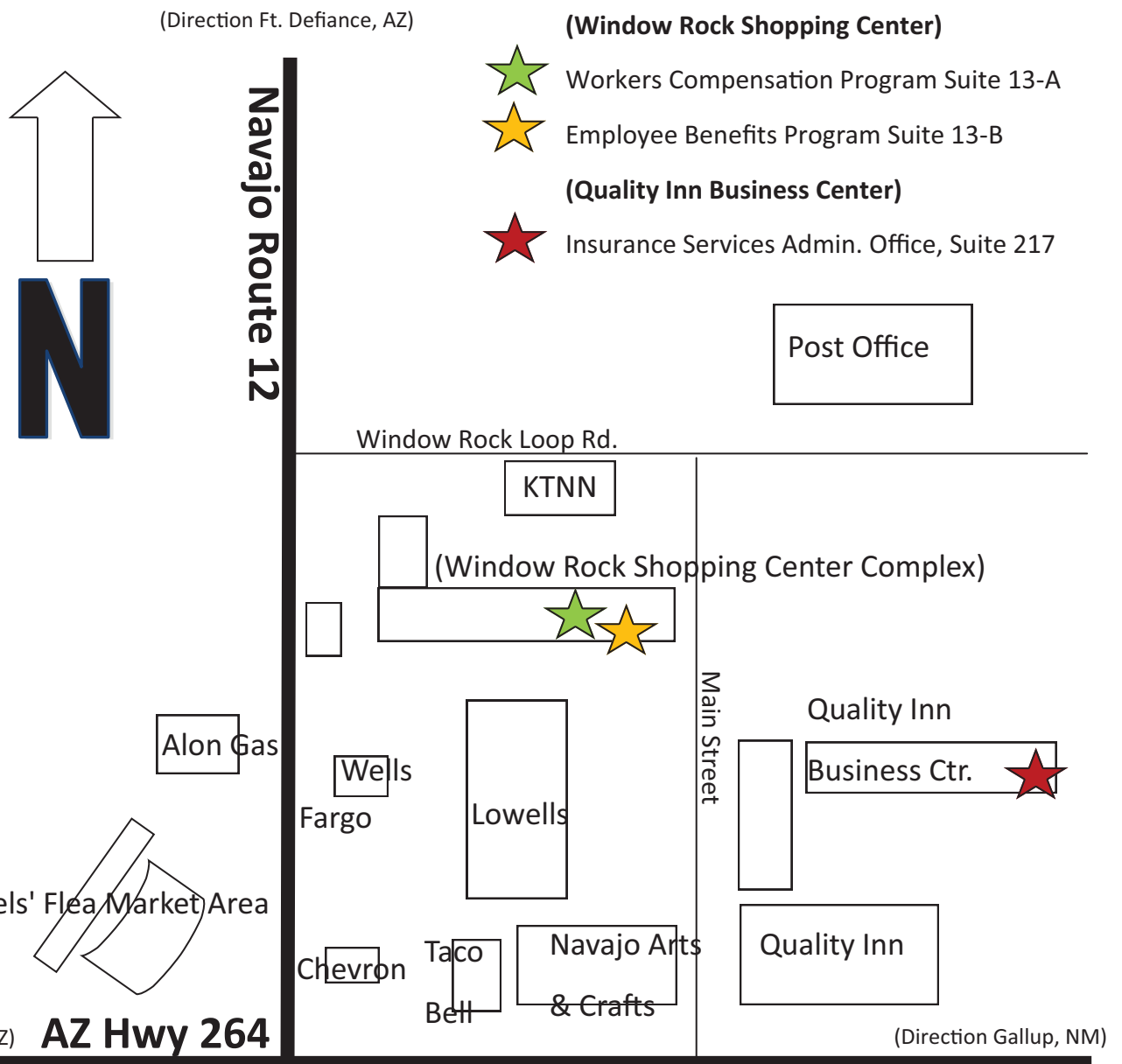
- 1) **Insurance Services Department** – Quality Inn Business Center, 2<sup>nd</sup> Floor, Suite 217  
(928)871-6461, (928)871-7432 fax
- 2) **Employee Benefits Program** – Window Rock Shopping Center, Suite 13-B  
(928)871-6300, (928)871-6408 fax
- 3) **Workers' Compensation Program** – Window Rock Shopping Center, Suite 13-A  
(928)871-6389, (928)871-6083 fax
- 4) **Risk Management Program** – St. Michaels Shopping Center, Suite A-2  
(928)871-6335, (928)871-6087 fax
- 5) **Employee Assistance Program** – St. Michaels Shopping Center, Suite A-2  
(928)871-6291, (928)871-6521 fax
- 6) **Safety and Loss Control Program** – St. Michaels Shopping Center, Suite A-2  
(928)871-6084, (928)871-7638 fax

Your understanding is appreciated, and if you should have any questions please contact our department at (928) 871- 6461. Thank you.

Cc: Ben Shelly, President  
Rex Lee Jim, Vice President  
Johnny Naize, Speaker, Navajo Nation Council  
Herb Yazzie, Chief Justice, Judicial Branch  
Virgil Brown Jr., Division Director, General Services

DISTRIBUTE – EXECUTIVE, JUDICIAL AND LEGISLATIVE BRANCHES

# New Insurance Services Department Locations



## Window Rock, AZ

New Professional

Ofc. Spaces

Bashas

Employee Assistance Program

Risk Management Program

Safety & Loss Control Program

**(St. Michaels Shopping Ctr.)**

Suite A-2

SW US Hwy 264/Navajo Rt. 12

Window Rock, AZ 86515

(St. Michaels Shopping Center Complex)